

## TBI JOB OPENING

## ATTORNEY 1 PROFESSIONAL STANDARDS UNIT, TBI HEADQUARTERS DAVIDSON COUNTY

## **JOB DUTIES**

Researches and Advises the Sex Offender Registry Unit on legal issues. Drafts rules and policies on a variety of issues for the Bureau. Shares in the responsibility of responding to public record requests received by the Bureau. Consults with, and advises agency personnel with regard to specific legal problems and responds to legal inquiries. Responds to Claims Commission requests. Responds to general correspondence received by the Professional Standards Unit.

## **MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an approved school of law. **Necessary Special Qualifications:** Possession of a license to practice law in the State of Tennessee.

**Monthly Salary Range:** \$3,737 – \$6,727

For additional information, please contact:

Human Resources Unit TBI.HR@tn.gov

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